

<b>TRANSMITTAL SLIP</b>		<b>DATE</b>
<b>TO:</b> DDA		
<b>ROOM NO.</b>	<b>BUILDING</b> 2	
<b>REMARKS:</b> EXO/DDA <u>24</u> A DDA <u>24</u> SEP 1985  DDA Reg.  copies made for each DDA office; MS/DDA/ DDA/CMS and SSA.		
<b>FROM:</b>		
<b>ROOM NO.</b>	<b>BUILDING</b>	<b>EXTENSION</b>

**IMMEDIATE**

Form  
3-65 160c

(13)

ADMINISTRATIVE-INTERNAL USE ONLY

DD/A REGISTRY  
FILE: 20-1

DD/A Registry  
85-2520/8

24 SEP 1985

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, E Career Service  
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

1. For last year's Combined Federal Campaign (CFC) we achieved our set goal of \$361,000. This year's CFC Chairman is Secretary Dole, of the United States Department of Transportation, and I have joined her in setting this year's CFC goal at 9.6% above last year's achievement, which, for this Agency, translates to \$396,000. This is an achievable goal but does require our full support.

2. Approximately 60% of our employees did not participate in last year's achievement effort. I believe there are two main reasons they did not participate: first, they did not understand the CFC program; and, secondly, they were not personally invited to participate. The key to overcoming these shortcomings rests with the Keyworkers. They must be individually confident, properly trained, and fully supported by their supervisors at all levels. I sense that in years past junior secretaries have carried the brunt of the load and that they have not been fully supported by their supervisors in either obtaining the necessary training or in their efforts in talking to the employees about CFC. I ask that this not be the case this year. CFC and our own Educational Aid Fund and Public Service Aid Society deserve full support.

3. Your directorates have already been asked by the Office of Personnel to provide a primary and alternate chairperson and office keypersons to work in this year's campaign. They have been invited to attend a CFC kickoff rally to be held downtown on 24 September and our own rally on 2 October. I ask that you ensure their being able to attend these events.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

4. I expect your personal involvement in this year's campaign and ask that you send a memorandum to each person in your directorate encouraging their participation. You should also meet with your chairpersons and office keypersons to give them much needed support. Lastly, I encourage your involvement by making your own financial contribution and encouraging your office heads to do the same.

/s/ William J. Casey

William J. Casey

ADMINISTRATIVE-INTERNAL USE ONLY

D/R 85-2419

SEP 16 1985

85-2520/7

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration

DD/A REGISTRY  
FILE: 20-1

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: 1985-1986 Combined Federal Campaign

1. This year the Agency's Combined Federal Campaign (CFC) will run from 2 October through 15 November with a goal of \$396,000, which is 9.6% above last year's achievement and is in harmony with the increases set for the National Capital Area. Administratively, you are the Chairman for the Agency and I serve as the Vice Chairman. Once again the Office of Personnel will coordinate the campaign. The success of the campaign, however, is dependent on two major factors: (1) the support given by Agency managers at all levels; and (2) proper training of the volunteer workers. I have attached for your signature two memoranda which will officially put this year's campaign in motion, establish your support, and ensure the proper training of the keyworkers.

2. I believe the most effective pattern for manager involvement would be set by your hosting a coffee as you did last year, for the Deputy Directors and approximately 20 key campaign workers. The coffee should last for no more than half an hour, only the last half of which would be attended by you. The first half would be used by the guests to become acquainted with one another. Those to be invited would be the Agency's Campaign Coordinator and his staff, the Executive Director, the Deputy Directors, and myself plus the directorate vice-chairpersons. At this meeting you would express your personal support of CFC, encourage their best efforts and offer your thanks for the work they will do during the campaign. Following your lead the Deputy Directors should be asked to hold similar sessions with their office/division key representatives.

3. The Agency's Campaign Coordinator is [ ] and your staff can reach him on extension [ ] will coordinate the coffee according to your busy schedule.

Robert W. Magee

Robert W. Magee

Attachments: a/s

ADMINISTRATIVE-INTERNAL USE ONLY

Central Intelligence Agency



Washington, D.C. 20505

Executive Registry

85-

3676

24 SEP 1985

## MEMORANDUM FOR ALL EMPLOYEES

1. The theme for this year's Combined Federal Campaign (CFC) is "Give Somebody a Chance." As we work with this theme, I ask that you reflect on the standard of life we enjoy in this country and on this Agency's goal of excellence. Professionally we have all caught the spirit and our contributions to the safety and strength of this nation are beyond count. Our efforts, however, quite properly go unnoticed and unheralded. Through the CFC we have the opportunity to help the many people in our community who are not able to help themselves. Again, we will get no personal recognition, but we will gain the pride and confidence that comes with knowing we have given of our own means for the benefit of others.

2. Last year we combined to contribute an all time high of over \$361,000 and I commend you for that outstanding effort. As we go into this year's campaign, we cannot look back and say, "That is enough." We must look at the needs of those who need help, and do more. In this spirit, the goal for this year has been set at \$396,000 or slightly more than 9.6% above last year's achievement. The past efforts of contributing employees have been outstanding but we now need the efforts of all. To this end, I ask that each of you listen to the CFC story as it is explained to you by your Keyworker and contribute what you can. Contributions can be made by payroll deduction and I urge you to use this method to make your donations.

3. During the campaign you will also have an opportunity to contribute to two Agency-sponsored programs which directly benefit our own employees and their families--the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). EAF is a voluntary association that provides financial assistance in the form of scholarship awards to qualified dependents of current, retired, and deceased employees. PSAS renders financial aid to eligible individuals who are in urgent need of such assistance and have exhausted all means of self-help. Contributions to both PSAS and EAF may also be made by payroll deductions.

4. I personally support CFC with my contributions and ask that you do the same. Our continued support is urgently needed as we "Give Somebody a Chance" by giving in this year's campaign and working to achieve our goal.

/s/ William J. Casey

William J. Casey  
Director of Central Intelligence

STAT

Distribution:

Original - Adse

1 - ER

2 - DDA

1 - D/OP

2 - DD/Pers/EBS

1 - C/ESD

1 - C/PSB